



Department of Human Resources
Authorization to Pay Research Assistants

INSTRUCTIONS

Departments are required to send **two signed copies** to the Manager Fund Accounting, the Business Office. Researchers serve the role as 'employers' and therefore are required to pay the employer portion of Canada Pension (CPP) and Employment Insurance (EI) as legislated by Canada Customs and Revenue Agency. They also need to have workers compensation for their employees as per the Nova Scotia Labour Code.

The University estimates that CPP, EI, WCB will represent approximately 8.5% of the salary figure. If required, an exact amount can be obtained by contacting Human Resources. Nova Scotia Labour Code also requires Researchers to pay vacation pay, on this form this amount needs to be included below in the rate per hour.

AUTHORIZATION

I accept that the employer's charges for benefits and vacation pay (approximately 8.5% of the gross salary cost) will be charged to my grant account. Furthermore, I have ensured that the grant budget has sufficient funds to cover this expense.

 Name of Research Grant Holder (Please Print)

 Date
 YYYY/MM/DD

 Signature of Research Grant Holder

I acknowledge the below salary includes all payments including pay and statutory holiday pay

 Employee Name (in Full, Please print)

 Date
 YYYY/MM/DD

 Signature of Research Assistant

Payment to Research Assistant (RA) approved.

 Signature of Manager Fund Accounting

 Date
 YYYY/MM/DD

RESEARCH GRANT INFORMATION

Authorization to: Pay Stop Pay Authorization Date: _____
 YYYY/MM/DD

Department: _____

Is the RA a current student: Yes No Program Currently Enrolled in: _____

RA's SIN: _____ RA's Student Number: _____ RA's Username: _____
 (if applicable) (if applicable)

PAYMENT INFORMATION

Contract Start Date: _____ Contract End Date: _____
 YYYY/MM/DD YYYY/MM/DD

Primary GL Account Number: _____ Primary Percentage: _____

Secondary GL Account Number: _____ Secondary Percentage: _____
 (If Required)

Total Amount to be Paid (A) to RA: _____ Total Amount to be charged to GL Account (A*1.085): _____

Payment Method: Salary Hourly Average number of hours per week: _____ Rate per Hour: _____
 (This is required for Record Of Employment) (include vacation pay)

If method is hourly, the TSONline fields must be completed. Student Number is required for all hourly paid students in order to access TSONline & a computer account is required for all staff to complete TSONline

TSONLINE

Will the RA be entering time themselves? Yes No *Time sheets must be submitted to payroll as per the pay schedule on the HR web site

Person who will be AUTHORIZED to sign time sheets for TSONline: _____

Alternative person who will be AUTHORIZED to sign time sheets for TSONline: _____